

WELCOME to the City of Chandler's web site. We would like to thank you for considering employment with the City of Chandler and want to wish you the best of luck in your career search.

Below is a checklist to assist you in your career search and make sure that we have all the information we need to make sure your application process goes smoothly.

- ☐ Is your application complete? Note: Please do not complete job descriptions by answering "See Resume". And make sure your application is legible and reflects information pertinent to the position you are applying for.
- ☐ Please avoid the use of abbreviations or acronyms when describing your qualifications.
- ☐ Did you sign and date your application?
- ☐ Did you download and complete the Supplemental Application? Please make sure **if** a supplemental is requested that it is filled out completely and included with your application. Not every job opening will require a supplemental application.
- ☐ Did you sign and date your Supplemental Application?
- ☐ Did you include all necessary information such as, driver's license number, special certifications or degrees listed, knowledge and/or ability to operate specialized equipment, ability to use special computer programs, etc.?
- ☐ Did you include your full and current address and telephone number(s)?

	<b>APPLICATION FOR EMPLOYMENT</b> <b>City of Chandler Human Resources Division</b>	
	<u>LOCATION</u> 55 North Arizona Place, Suite 204 Chandler, Arizona 85225 Telephone: (480) 782-2350	<u>MAILING ADDRESS</u> Human Resources Division, MS 703 PO Box 4008 Chandler, Arizona 85244-4008

**This application is part of the examination procedure;  
 incomplete information will affect your training and experience evaluation.  
 (Please Print or Type Application)**

POSITION APPLIED FOR:          RECRUITMENT NUMBER:	ARE YOU A US CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, what work authorization documents do you possess?
	HAVE YOU TESTED FOR A POSITION BEFORE WITH THE CITY OF CHANDLER? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes</b> , what test(s) and when did they occur?

PERSONAL	NAME (LAST, FIRST, MIDDLE)		SOCIAL SECURITY NUMBER
	ADDRESS -- NUMBER & STREET    CITY, STATE, ZIP CODE		TELEPHONE NUMBER  Home (    )  Work (    )   Other (    ) Type of Other --  Other (    ) Type of Other --
	HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF CHANDLER? <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>If yes</b> , give dates and position(s) held:	ARE YOU RELATED TO ANY MEMBER OF THE CHANDLER CITY COUNCIL, CITY BOARD/COMMISSION OR ANY CITY OF CHANDLER EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>If yes</b> , give name and relationship:	
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU CURRENTLY UNDER INDICTMENT FOR A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes</b> , please give details:		
	HAVE YOU EVER BEEN IN THE U.S. MILITARY SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>PREFERENCE POINTS WILL BE GIVEN ONLY FOR AT LEAST 6 MONTHS OF HONORABLE ACTIVE SERVICE AS INDICATED BY DD FORM 214. DD FORM 214 MUST BE ATTACHED IF CLAIMING VETERANS POINTS.</b>		

Your qualifications will be evaluated largely on the information that you provide on this application.

(Please list last ten years employment starting with most recent one) (Account for all periods including unemployment and military service.)				
EMPLOYMENT HISTORY	EMPLOYER	EMPLOYMENT HISTORY	MAJOR DUTIES	
	NAME  & ADDRESS	FROM	HOURS WORKED:	
		TO		
		STARTING SALARY		
	LAST SALARY			
JOB TITLE		SUPERVISOR'S NAME	REASON FOR LEAVING	

EMPLOYMENT HISTORY	EMPLOYER	EMPLOYMENT HISTORY	MAJOR DUTIES	
	NAME   & ADDRESS	FROM	MAJOR DUTIES           HOURS WORKED:	
		TO		
		STARTING SALARY		
	LAST SALARY			
JOB TITLE		SUPERVISOR'S NAME	REASON FOR LEAVING	









	SCHOOL NAME	LOCATION	DEGREE RECEIVED?	DEGREE OR NUMBER OF SEMESTER HOURS	MAJOR COURSES OF STUDY
EDUCATION	HIGH SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO <b>GED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		
	COLLEGE		<input type="checkbox"/> YES <input type="checkbox"/> NO		
	POST GRADUATE		<input type="checkbox"/> YES <input type="checkbox"/> NO		
	OTHER		<input type="checkbox"/> YES <input type="checkbox"/> NO		
SKILLS	List driver's license number and type of license, professional societies, organizations, licenses (date & number), certifications, registrations (date), special skills, knowledge or abilities:  List any languages, other than English, which you speak fluently:				
PROFESSIONAL & OUTSIDE ACTIVITIES	Include memberships, participation in professional organizations, papers published, etc... which relate to the job you are seeking:				

I certify that all statements made in this application are true and I agree and understand that any misstatements or omissions of material facts will cause forfeiture on my part of all eligibility for any employment with the City. I hereby grant the City of Chandler permission to verify any and all information furnished on the employment application submitted by me. I also grant the City of Chandler permission to contact any person or organizations and question them about my job related suitability for employment. I further understand that this application with all attachments will be the property of the City of Chandler and considered a public record under Arizona State law and therefore subject to release without notice. **Note to Police applicants only:** Signing this application gives my permission for the Chandler Police Department to release information to the Consolidated Law Enforcement Application Reporting Systems (CLEARS).

I understand that in order to evaluate the fitness of prospective employees, the City of Chandler fingerprints all applicants selected for hire. I further understand that all applicants selected for hire are subject to a drug/alcohol test as a condition of employment and all offers are contingent upon negative test results. I understand and agree that I may be subject to a background investigation if I am selected for hire to a position that requires access to a restricted area(s). If a physical examination is required, the City physician will determine my physical fitness.

I understand that the provisions of this bulletin, the application form, or any accompanying information do not constitute any expressed or implied contract and that any provision regarding the recruitment and application process may be modified or revoked. I further agree to follow all rules and regulations of the City, and that properly designated City employees may search my person or property while I am on City premises or otherwise on City business.  
EOE/ADA

Applicant's Signature X \_\_\_\_\_ Date \_\_\_\_\_  
*(Applications must be signed for consideration)*





# The City of Chandler is an Equal Opportunity Affirmative Action Employer M/F/H

We separate this information from the application, and do not use it when evaluating you as a candidate. We use it for statistical purposes only to ensure our recruiting and hiring practices fairly consider all members of our community. Please help us by volunteering this information. Thank you.

## NAME

## POSITION APPLIED FOR

BIRTH DATE        /        /

SEX        ☐ Male        ☐ Female

## RACE/ETHNIC IDENTIFICATION

- ☐ Caucasian        ☐ Hispanic        ☐ Asian        ☐ Black  
☐ American Indian        ☐ Native Hawaiian        ☐ Pacific Islander

## HOW DID YOU FIND OUT ABOUT THIS JOB?

- ☐ Human Resources Office Posting        ☐ Friend/Acquaintance  
☐ Job Information Telephone Line        ☐ Career Fair  
☐ Other (please specify)

## Newspaper

- ☐ Arizona Republic        ☐ Arizona Informant        ☐ New El Sol  
☐ Asian/American Times        ☐ Other (please specify)  
☐ College Newspaper (please specify)

## Professional Journal or Publication (specify)

## Internet

- |  |   |
|--|---|
| <input type="checkbox"/> chandleraz.org                  | <input type="checkbox"/> Jobs in Government |
| <input type="checkbox"/> Chanweb                         | <input type="checkbox"/> Monster.com        |
| <input type="checkbox"/> chandlerarizona.com             | <input type="checkbox"/> Career Builder     |
| <input type="checkbox"/> Other (specify)                 |   |
| <input type="checkbox"/> Departmental web page (specify) |   |

## Other Advertising

- ☐ Public Television (Channel 11)        ☐ Radio (specify station)  
☐ Posters (specify location of poster)  
☐ Other (please specify)

